



## **Job Specification – Labour Manager, Laurencekirk**

Due to further expansion, we are recruiting an additional **Labour Manager** to join the Labour team within the newly expanded office at Laurencekirk.

### **About Ringlink Scotland**

This varied and challenging position will see you working for Scotland's largest rural business ring. Established in 1988 with a client base of over 3,000 members, our model provides a cost-effective platform for efficient member to member trading.

The co-operative business has seen significant growth, progressing from a company focusing entirely on agriculture into a diverse business which now includes haulage, construction, utilities, training and forestry together with a variety of other business activities.

The business's ethos is one of transparency and we embrace the core values of: Integrity, Teamwork; providing high levels of Customer Service along with a 'Can Do' spirit for our membership.

### **The job**

To manage the provision of Labour services – the majority of which are based within the agricultural and industrial sector and pro-actively seek out new business opportunities in other sectors.

You will work closely with other team members and offer support as required.

### **Key responsibilities will include:**

- Identify and secure new sources of Labour demand and provision.
- Interview Candidates for Agency Roles
- Day to Day management of temporary workforce
- Liaise with members to determine current and future requirements.
- Assist with membership management, to ensure member satisfaction whilst increasing engagement and sourcing new members for the co-operative.
- Ensure financial targets and other agreed targets are met in all areas.
- Identify areas for development to boost company effectiveness.
- Administration duties will include recording enquiries and processing of members requests
- Collate and process associated paperwork for workers including their weekly timesheets ready for payroll.
- Must be comfortable operating modern IT systems.

**Our requirements:**

- The ideal candidate will have previous experience working in an agricultural commercial environment or possess practical agricultural knowledge.
- An effective communicator and real people person who is great at building relationships.
- Highly organised, adaptable and used to managing your own time and workload.
- Enthusiastic and a great team player – you'll be personally accountable for your own targets, so you need to be focused.
- An approachable manner and 'can do attitude'.
- HND/Degree level is desirable.
- Full Driving Licence and own transport.

**Location:** Laurencekirk, Kincardineshire (AB30 1EY)

**Job type:** Full Time, Permanent

**Benefits:** Competitive Salary, pension, life assurance, 28 holidays with incremental increases up to 32 days and paid birthday day off.

***Closing date: 26<sup>th</sup> November 2021***

**To apply:** Send your CV, covering letter and salary expectations to:  
[mark@ringlinkscotland.co.uk](mailto:mark@ringlinkscotland.co.uk)